

INSTRUCTIONS FOR LOCAL AUXILIARY CHARTER REVALIDATION

Filling out your Local Auxiliary's Annual Charter Revalidation Form is easy. Simply follow the listed detailed directions. Please contact Department Headquarters if you should have any questions. Remember this form is available online at www.amvetsauxfl.org.

Front Side: Top – Be sure to fill in the date, Local Auxiliary/State, your Official Contact. The Official Contact should be someone Department Headquarters can contact directly if we should have a question for your Local Auxiliary.

Officer's Section – List the officer's name, address, email, and phone number. Providing your email address gives Department Headquarters a more efficient way to contact you. As the price of postage continues to rise quickly, we are hoping to be able to send information via email. Be sure to include the zip code with the address and area code with the phone number. There are seven mandatory officers who must be listed (indicated by an *), President, 1st Vice, 2nd Vice, 3rd Vice, Secretary, Treasurer and SEC. If these seven offices are not listed the Revalidation Form will be returned to you. If one person holds more than one office, please indicate it on the proper row.

Back Side - Please note that all blocks on the backside of the form have an * by them and must be filled in completely or the Revalidation Form will be returned to you for completion.

Block #1 - Local Auxiliary's include the city/state, and date the new officers were installed and the installing Officer's signature.

Block #2 - For the purpose of their financial records each Local Auxiliary has a fiscal year; the last day of your fiscal year is what is entered on the first line (i.e.: May 31, the year is not needed). The Federal ID number is the number assigned by the IRS to a Local Auxiliary when they were formed. Every Local Auxiliary MUST have an EIN number. As a reminder, Department Headquarters does need to receive two copies of the Local Auxiliary 990 filing, Block 2 on the backside of the Local Auxiliary Revalidation form MUST be completed showing a valid EIN number. If no EIN number is listed in Block 2, the Local Auxiliary will NOT be revalidated. Department requires copies of the Form 990 filing, you must submit them, after June 1 or at the latest by September 15.

Block #3 - Enter the date your Local Auxiliary originally submitted a copy of their Bylaws to Department Parliamentarian, unless they have been amended and then you would use the date the latest amended copy was submitted. New Local Auxiliary's should complete the form and enter "Pending" if they are in working on their bylaws, since they are allowed six months after receiving their charter to submit them.

Block #4 - Local Auxiliaries should list their annual dues plus the amount for the Department plus \$15.00 for National i.e. \$5.00 for Local Auxiliary plus \$10.00 for the Department plus \$15.00 for Department Headquarters – the amount entered would be \$30.00. Next enter the month/date of your regular Local Auxiliary meetings. Fill in the name, title, address, phone number, fax number and email address of who is to receive your pre-print membership cards. Finally, the form must be dated and signed by the Local Auxiliary President and Secretary.

Send two copies of the Revalidation form to Department via mail and retain one for your files. May 19 is the deadline for submitting the Revalidation Form to Department.

It is very important to type or write legibly when filling out the Revalidation Form. Make sure that every item is complete, and the current form is used. If you have any questions concerning revalidation, please contact Headquarters.